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27 October 1953

OPM 20-800-3

PERSONNEL DIRECTOR MEMORANDUM NO. 80-53

SUBJECT: Requests for Credit and Background Information Concerning Agency Personnel

1. Effective upon publication of this memorandum, all requests for credit and background information concerning Agency personnel received by the Personnel Office will be referred to [redacted] of the Processing and Records Division, extension 2868. 25X1A

2. The Chief, Processing and Records Division, will be responsible for ensuring that a record is kept of each request for credit and background information received by his Division. These records will be maintained on Form No. 37-177, Record of Inquiry and Action Taken, and will be kept in an alphabetically arranged file for a period of one year. At the end of this period, the subject file will be screened and all records over 12 months in age will be destroyed. Screening of the file will be accomplished thereafter on a quarterly basis.

[redacted]

3. In the case of each request for information received by the Personnel Office, the items appearing on Form No. 37-177, Record of Inquiry and Action Taken, will be completed to the fullest extent possible. Information will be furnished only for items 1 through 4 under the heading "Nature of Inquiry" for overt employees. Information concerning covert employees will be released only with prior authorization by the Chief of the component, or his designee, having jurisdiction over the employee concerned.

4. Requests for credit and background information which appear unusual in nature will be referred immediately to the Personnel Director for consideration and action.

[redacted] 25X1A

GEORGE A. [redacted]
Personnel Director

One request for our files per 3/5.

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